

Outline For Records Management Officers Meetings

20 October 1964 - DDS and DCI ✓  
22 October 1964 - DDI and DDS&T ✓  
Room 7D-Headquarters

- I. Introduce New Records Management Officers
- II. New Telephone Numbers
- III. Paperwork and Copying Equipment Symposium, Nov. 16-18
- IV. IRAC Meeting - 23 October 1964 - 10:30. See Announcement.

V. New Text Book - Records Management - A Modern Tool For Business.

VI. Mailing List: *New File Operations HB from LSE - Supply ordered for RMO's*

1. The American Archivist
2. Records Management Journal
3. The Office
4. Systems -

VII. Availability of General Schedules.

VIII. Training In Records Management.

1. Planning and Administration of Records Creation at American University - Three Credit Hours. Tuition - \$81.00

*We have 9 agency employees in this class* 6. Forms Mgmt STAT  
2. Special Training Program for J.O.T.'s - for DDS Area. *Work Shop*

3. Management Training Program, OTR, Records Center.

4. Records Management Seminars at GSA. (Nov. 30 - Dec 11.) *See Review* 7. *Cards*

5. *Instructor Training Course* (See Copy) STAT

X. Records Management Program Status. -

1. Report To The DDS - 24 Sept. 1964
2. Get Sets of Charts For Each Records Management Officer R
3. Overall-Program Status
4. Correspondence Management
5. Forms Management
6. Vital Records

VIII

8. Also: Jan - 18 - 29 } Winter  
Mar 1 - 12 }  
  
April 12 - 23 } Spring  
June 7 - 18 }

7. Records Disposition
8. Filing Systems & Equipment
9. Reports Management
10. Records Center - Compliment R.M.O.'s
11. Surveys
12. Microfiliming
13. USIB Records Center
14. Objectives
  - a. Functional Forms Surveys
  - b. Registry Surveys
  - c. Clean-up Campaign
  - d. Publicity Program
  - e. Office of Records Survey
  - f. On-the-Job Training

~~XI.~~ GSA File Operations Handbook

XII. Round Table Discussion

XIII Future meetings

1. Thomas Pichers - A. E. C.
2.  Bureau of Internal Revenue.

XIV Additional Reports for DDS.

~~1. 2000~~